



DPD Plans Routing
700 Fifth Avenue, 21st Floor
Seattle, WA 98124-4019
Phone: (206) 684-8169
Hours: M/W/F, 8:00am-4:30pm; T/Th, 10:30am-4:30pm

Post-Permit Submittals - General Requirements

Applicants are responsible for insuring that their submittal meets this checklist and relevant standards prior to intake. For additional requirements, see the [Post-Permit Submittals Screening Standards](#).

There are different types of post-permit submittals: Blanket Permits, Revisions, Shop Drawings and Sprinkler Drawings. Post-Permit Submittals for finalized or expired permits **will not** be accepted.

Bring completed post-permit submittal documents to DPD Plans Routing at the address indicated above during the specified times.

All Post-Permit Submittals Must Include The Following:

Forms completed by the applicant:

- ☐ Part 1 of the Post-Permit Submittals routing slip (available from Plans Routing)

Plans of microfilmable quality:

- ☐ Lines and lettering must be dark enough to provide good contrast with the paper. Brownline prints, pencil drawings (including corrections or alterations), and microfilm copies of plans are **not** acceptable.
- ☐ Lettering must be at least 1/8" high for manually drafted drawings. Computer-aided drawings (CAD) may have lettering 3/32" high with a minimum width factor of 0.80.
- ☐ For site plans, when provided, minimum scale is 1/8" = 1' (or engineer's scale equivalent, 1" = 10').
- ☐ Minimum scale of all other drawings for single family, duplex, townhouses, small multi-family, and small commercial projects is 1/4" = 1'0". Minimum scale of floor plans, exterior elevations, and building sections for large multifamily and large non-residential projects is 1/8" = 1'0" when unit plans, core plans, and detail plans at a minimum scale of 1/4" = 1'0" are provided.

Plans meeting paper size requirements:

- ☐ Plans must be on minimum 18" x 18" and maximum 41" by 54" sheets for all post-permit submittal types, except wood truss and steel joist shop drawings may be on minimum 11" x 17" sheets.
- ☐ Drawings must be primarily of one size.

Multiple plan sets:

- ☐ Blanket permits and revisions* require two identical sets of plans. No DPD Cover Sheet is required.
- ☐ Shop drawings and sprinkler drawings require three identical sets of plans. No DPD Cover Sheet is required.

* Additional sets of plans may be required if revisions require review by several review locations or require interdepartmental review. Consult the **original** Building Code Reviewer for construction permit revisions or the **original** Land Use Planner for land use permit revisions to confirm how many sets are required.

Post-Permit Submittals - Specific Requirements

In addition to the above general requirements, the following specific items are required based on the type of post-permit submittal.

BLANKET PERMIT REQUIREMENTS

- ☐ Authorization letter allowing the use of the blanket permit (if the applicant is not the designated Blanket Permit Contact).
- ☐ Two copies of the key plan (8 1/2" X 11") showing the location of the work to be done.
- ☐ Two copies of the most up-to-date Blanket Permit Record sheet (all fields should be filled out for the proposed work, except the fee field).

NOTE: Change of use, structural changes and significant changes to means of egress **DO NOT** qualify for a Blanket Permit.

REVISIONS

- ☐ A summary letter explaining the changes contained within the revised plans.
- ☐ Highlight or cloud the changes on the revised sheets so the changes are easily identifiable.
Note: Any changes that are not identified on the revised sheets are not considered approved.
- ☐ Revised Heating Equipment Sizing Form, if applicable.
- ☐ Revised Target UA Form, if applicable.
- ☐ One set of revised structural calculations, if applicable.
- ☐ One copy of the original permitted DPD stamped plan(s)**. Large projects (over 25 sheets) will only require a copy of the original permitted DPD stamped sheet(s)** that are being revised.
- ☐ No taped or stapled items are acceptable on the plans. DPD will accept sticky backs.
- ☐ Construction Project Revisions: There is a minimum review fee of \$166.00, based on one hour of review time, due at the time of submittal. Additional review time will incur additional fees.
- ☐ Land Use Project Revisions: There is a minimum review fee of \$500.00 (\$250.00 is due at time of submittal).

** Where original or copies of original sheets are provided, they must contain the DPD Approval Stamp.

SHOP DRAWINGS

- ☐ One set of structural calculations, when applicable, on minimum 8 1/2" x 11" paper with the cover sheet stamped by the Engineer of Record.
- ☐ Stamps of design professionals, as appropriate.

NOTE: See Post-Permit Submittals Screening Standards for more information

SPRINKLER DRAWINGS

- ☐ One set of calculations on minimum 8 1/2" x 11" paper.